Chapter 26

GLOSSARY OF TERMS and ACRONYMS

A	Bureau of Administration, Department of State.
A/GSSI	Office of Global Support Services and Innovation.
A/LM	Office of Logistics Management.
A/OPR/ALS	Office of Allowances.
A/OPR/GSM/AUTH	Office of Authentications.
A/OS	Office of Overseas Schools.
A 100	Orientation training program for new Foreign Service Officers of Department of State.
AAFSW	Associates of the American Foreign Service Worldwide. www.aafsw.org
ACS	American Citizens Services.
ADM/ADMIN	Administrative Section overseas.
ADST	Association for Diplomatic Studies and Training. www.adst.org
AEFM	Appointment Eligible Family Member. Someone who meets the qualifications to be hired on an overseas direct hire but limited appointment (such as a Family Member Appointment).
AETN	American Embassy Television Network.
AF	Bureau of African Affairs.
AFSA	American Foreign Service Association. Professional association for United States Foreign Service personnel. www.afsa.org
AGR	Agricultural Section overseas.
AID	U.S Agency for International Development.
ALDAC	Cable to all diplomatic and consular posts.

AMCIT	American citizen.
AFSPA	American Foreign Service Protective Association Health Plan.
AO	Assignment Officer.
APHIS	Animal and Plant and Health Inspection Service, part of U.S. Dept. of Agriculture.
APO	Army Post Office. A mail system managed by the Department of Defense. Many Foreign Service posts abroad are included in the APO/FPO system.
APP	American Presence Post. Satellite posting for Foreign Service Officers.
ASOS	Advanced Security Overseas Seminar.
Attaché	Specialist, civilian or military, assigned to an overseas mission.
AVC	Bureau of Arms Control, Verification and Compliance.
AWAL	Around the World in a Lifetime, a teen organization sponsored by the Foreign Service Youth Foundation.
Bureau	The basic organizational entity—either geographic or functional—of the State Department; headed by an Assistant Secretary responsible for directing the work of various "offices" or "country directors."
CA	Bureau of Consular Affairs.
Cable/Telegram	Used interchangeably to refer to communications (messages) sent electronically.
CAO	Cultural Affairs Officer in Public Diplomacy section of Embassy.
CBP	U.S. Customs and Border Protection.
CDA	Career Development and Assignments.
CDC	U.S. Center for Disease Control.
CDO	Career Development Officer.
CG	Consul General, principal officer of a consulate general.
Chancery	Principal office of an Embassy (building housing the Ambassador's office).
Chargé d'Affaires	French, literally "in charge of affairs." The designation of the officer—normally the Deputy Chief of Mission—who is temporarily in charge of an Embassy when the Ambassador is out of the country. Sometimes followed by the letters "a.i.," which stands for the Latin "ad interim."
CIO	Chief Information Officer.

Classification Unclassified; Limited Official Use (outdated Administrative Classification only); Sensitive But Unclassified (not a classification, but used to indicate handling); Confidential, Secret, Top Secret.

CLO Community Liaison Office. Overseas field office of the Family Liaison Office. Also the informal title of the office coordinator.

CODEL Congressional delegation traveling abroad on official business.

COM Chief of Mission. This generally would be the ambassador at an embassy, the chargé d'affaires if there is no ambassador or if s/he is out of the country, or the permanent representative (PERMREP) if a mission to a multilateral organization like the UN.

CON Consular section overseas.

Cone One of the five functional specialties into which Foreign Service Officers (FSOs) are grouped at entry into the Foreign Service. The cones are: consular, economic, management, political, and public diplomacy.

CONGEN 1) Consulate General. A large consulate (see below) headed by a Consul General and capable of performing a wider variety of consular and reporting functions than a consulate.

2) The FSI course preparing Foreign Service Officers for consular work.

CONOFF Consular Officer.

Consul/Vice Consul Consular titles for officers doing consular work overseas; responsible for: (1) administering U.S. immigration laws (issuing visas, etc.); and, (2) looking after passports, citizenship matters, and the welfare of American citizens overseas.

Consulate A Foreign Service post engaged primarily in consular work. Consulates are usually constituent posts of an embassy, either within the embassy itself or in some other city in the foreign country. While consulates engage in routine reporting, they carry out no diplomatic or representational functions vis à vis the host government.

Counselor A diplomatic title accorded to a head of section in the Embassy, as "Counselor for Political Affairs" or "Political Counselor" (for which the acronym is POLCOUNS). (N.B. Do not confuse diplomatic ranks like "Counselor" with the Senior Foreign Service pay grades of "Counselor," "Minister Counselor," "Career Minister," and "Career Ambassador," which correspond to the top four grades of the Senior Intelligence Service and the Senior Executive Service.)

Country Desk The basic country organization of the Department of State office; each "desk" is headed by a Country Desk Officer and sometimes includes several other persons.

Country Team Agency heads and other senior advisors of the Ambassador. Meets at intervals determined by the Ambassador.

CPO	Communications Program Officer.
CS	Civil Service.
CSRS	Civil Service Retirement System.
CTB	Career Tenuring Board.
CY	Calendar year.
DACOR	Diplomatic and Consular Officers Retired.
DAO	Defense Attache Office. Performs representational functions on behalf of the Secretary of Defense, the Secretaries of the Military Services, the Joint Chiefs of Staff, the Chiefs of the U.S. Military Services, and so on.
DAS	Deputy Assistant Secretary (of State, of Defense, etc.) Works directly for the Assistant Secretary and supervises several office directors.
DCM	Deputy Chief of Mission. The second ranking officer at post, often functioning as the chief operating officer or chief of staff to the ambassador. Acts for the ambassador when he is away from post and as chargé d'affaires when the ambassador is out of the country of assignment. Responsible for managing the reporting program.
DEA	U.S. Drug Enforcement Administration.
Demarche (or démarche)	A request or intercession with a foreign official; e.g., a request for support of a policy or a protest about the host government's policy or actions.
Desk Officer	Officer responsible for a specific country or countries in the geographic bureaus of the Department of State.
DG	Director General of the Foreign Service.
DGHR	Director General of the Foreign Service and Director of Human Resources.
DHHS	Department of Health and Human Services.
DHS	Department of Homeland Security.
DIA	Defense Intelligence Agency.
Diplomatic Corps	All accredited members of all diplomatic missions at a given post.
Diplomatic Courier	Carries the classified diplomatic pouch.
Diplomatic List	List of accredited diplomats; issued by the Foreign Ministry. In some countries the list does not include all assigned personnel holding diplomatic passports.

DODDS	Department of Defense Dependents Schools.
DOS	Department of State.
DPM	Diplomatic Pouch and Mail.
DPO	Deputy Principal Officer. The generic term for the number two at a Foreign Service post, whether Embassy or Consulate.
DPO	Diplomatic Post Office. Mail system managed by the Department of State.
Drafter	Officer originator of a cable or memo, responsible for initiating clearance and finalizing changes.
DRL	Bureau of Democracy, Human Rights, and Labor.
DS	Bureau of Diplomatic Security.
DSTC	Diplomatic Security Training Center.
Duty Officer	Officer at post or in the Department assigned to be responsible for any emergency after hours.
EAP	Bureau of East Asian and Pacific Affairs.
EAC	An embassy's Emergency Action Committee (see CME).
ECA	Bureau of Education and Cultural Affairs.
ECON	Economic Section overseas.
ECS	Employee Consultation Service.
E&E	Emergency & Evacuation. Term used in security planning.
EEB	Bureau of Economic, Energy, and Business Affairs
EFM	Eligible family member. Official family member of a U.S. Foreign Service direct hire employee.
EFT	Electronic Funds Transfer.
E-Gov	Electronic government.
EL	Entry Level.
ELO	Entry Level Officer or English Language Officer.
ELSO	European Logistic Support Office in Antwerp, Belgium.

Embassy	A diplomatic mission in the capital city of a foreign country headed by an ambassador.
E.O. 12356	Executive Order—a presidential requirement to include specific declassification instructions on all government telegrams.
E.O. 12721	Executive Order Eligibility—gives Eligible Family Members opportunity to earn eligibility for Civil Service employment while they serve in non-career positions abroad.
EP/EP+	Employee Profile/extended Employee Profile.
ETA	Estimated time of arrival.
ETD	Estimated time of departure.
EU	European Union.
EUR	Bureau of European and Eurasian Affairs.
EVT	Emergency visitation travel.
EX	Executive Office.
FAA	Federal Aviation Administration.
FAC	Foreign affairs community.
FAH	Foreign Affairs Handbook.
FAM	Foreign Affairs Manual, the general (and authoritative) guide for Foreign Service procedures.
FAMER	Family Member Employment Report.
FARA	Foreign Affairs Recreation Association.
FAS	Foreign Agricultural Service, Department of Agriculture. Provides Agricultural attachés to missions abroad.
FCS	Foreign Commercial Service, Department of Commerce. Provides Commercial attachés to missions abroad.
FEGLI	Federal Employees Group Life Insurance.
FEHB	Federal Employees Health Benefits Program.
FEMA	Federal Emergency Management Agency.
FEP	Family Employment Program.

FERS	Federal Employee Retirement System.
FLO	Family Liaison Office.
FMA	Family Member Appointment.
FMLA	Family and Medical Leave Act.
FMO	Financial Management Office. Unit of administrative section in post overseas.
FOIA	Freedom of Information Act.
Foreign Office/Ministry	Office or ministry handling foreign affairs, comparable to the Department of State in the United States. See also MFA.
FPO	Fleet (Navy) Post Office. A mail system managed by the Department of Defense similar to the APO (see APO above).
FS	Foreign Service Salary Schedule for all U.S. Foreign Service personnel.
FSAN	*Foreign Service Assignment Notebook: "What Do I Do Now?"* Published by the FSI Transition Center.
FSC	Financial Service Center. Three financial centers supporting FS posts.
FSI	Foreign Service Institute, Department of State, located at the George P. Shultz National Foreign Affairs Training Center.
FSN	Foreign Service National. A non-American employed by a Foreign Service post abroad, usually from the host country; currently called LES (locally employed staff).
FSO	Foreign Service Officer. May be employee of the State Department, AID, Commerce Department, or Agriculture Department.
FSPS	Foreign Service Pension System.
FSRDS	Foreign Service Retirement and Disability System.
FSYF	Foreign Service Youth Foundation. Organization dedicated to the internationally mobile youth of all U.S. foreign affairs agencies. www.fsyf.org
FTE	Full Time Equivalent.
Fulbright Program	International educational exchange program sponsored by the U.S. Government.
FY	Fiscal year.
G	Office of the Under Secretary for Democracy and Global Affairs.
G/TIP	Office to Monitor and Combat Trafficking in Persons.

GAO	The Government Accountability Office.
GBL	Government Bill of Lading.
GEI	Global Employment Initiative.
GLIFAA	Gays and Lesbians in Foreign Affairs Agencies.
Globe Trotters	A Foreign Service group for children between the ages of 9 and 12, sponsered by the Foreign Service Youth Foundation.
GPO	Government Printing Office.
GS	General Schedule, designation for Civil Service jobs.
GSA	General Services Administration. USG agency providing goods and services.
GSO	General Services Officer in an overseas mission. Responsible for motor pool, supplies, building maintenance, contracts and procurement, customs, travel, and shipping.
GTR	Government Travel Request.
H	Bureau of Legislative Affairs.
HCN	Host country national.
HDS	Historically Difficult to Staff.
HHE	Household effects.
HL	Home Leave.
HR	Bureau of Human Resources.
HRO	Human Resources Officer. Formerly Personnel Officer.
HST	Harry S Truman building; Department of State main building.
HSTA	Home Service Transfer Allowance.
HTF	Hard to Fill.
ICASS	International Cooperative Administrative Support Service.
IDB	Inter-American Development Bank.
IG	Inspector General.
IIP	Office of International Information Programs.

IM	Information Management.
IMF	International Monetary Fund.
IMO	Information Management Officer. The office in charge of all information management at post. Supervises the Information Programs Officer, Information Systems Officer, and Information Technical Officer.
IMS	Information Management Specialist. Works in an Information Program Center or Information Systems Center.
IMTS	Information Management Technical Specialist. Works for a Regional Information Management Center. A traveling Information Management technician.
INL	Bureau of International Narcotics and Law Enforcement Affairs.
INR	Bureau of Intelligence and Research.
INS	The former Immigration and Naturalization Service, now part of the Department of Homeland Security.
Inspector	A Foreign Service or General Schedule officer assigned to inspect a diplomatic or consular post.
Interest Section	The office responsible for protecting the interests of the United States, housed in a third country embassy, in a country with which the United States has no formal relations.
IO	Bureau of International Organization Affairs or Information Officer.
IPC	Information Program Center. Telegrams, COMSEC, Classified Systems, and Classified Pouch.
IPO	Information Programs Officer. The officer in charge of an Information Program Center.
IPS	Information Programs Supervisor. A shift supervisor in an Information Program Center.
IRM	Bureau of Information Resource Management.
IRRF	Iraq Relief and Reconstruction Fund.
ISC	Information Systems Center. The office that manages the unclassified systems.
ISN	Bureau of International Security and Nonproliferation.
ISO	Information Systems Officer. The officer in charge of an Information Systems Center.

ISSO	Information Systems Security Officer. The Information Management Specialist in charge of security on the computer networks.
ITO	Information Technical Officer. The officer in charge of an Information Technical Center.
JCS	Joint Chiefs of Staff.
JMC	Joint Military Commission.
JUSMAAG/MAAG	Joint U.S. Military Assistance and Advisory Mission (if indeed "Joint") or Military Assistance Advisory Mission (if not); other terms in use include: "Security Assistance Office," "Office of the Defense Representative" and "Office of Defense Cooperation." All describe a military office within an Embassy responsible for directing programs of military assistance and training to foreign governments. The head of the office may be referred to as "Chief MAAG," "Chief ODC," etc.
KSA	Knowledge, skills, and abilities.
L	Office of the Legal Advisor.
LDP	Language Designated Position.
Legation	A diplomatic mission in a foreign country headed by a minister. The United States has none at the present time, but a few other countries do.
LES	Locally employed staff abroad. Includes Foreign Service Nationals, other locally employed staff, and family member employees.
LGF	Local guard force. Post security group.
Liaison Office	The office responsible for protecting the interests of the United States prior to the establishment of diplomatic relations (or while diplomatic relations are suspended) between the United States and the host country.
LM	Office of Logistics Management.
LMR	Land mobile radio. Radio used by post security groups.
LMS	School of Leadership and Management at the Foreign Service Institute.
LNA	Limited Non-career Appointment.
LQA	Living Quarters Allowance.
LWOP	Leave without pay.
M	Office of the Under Secretary for Management.
Main State	Department of State main building (21st & C Street, NW). Harry S Truman building.

MAP	Military Assistance Program.
MCA	Millennium Challenge Account.
MCC	Millennium Challenge Corporation.
MED	Office of Medical Services.
MEMCON	Memorandum of Conversation recounting the details of an official conversation with a foreign contact or official, traditionally sent by pouch (although most cable reports of calls and meetings are also MEMCONS).
MFA	Minister and/or Ministry of Foreign Affairs.
Minimize	A communications term used to describe a post using minimum communications to avoid overload during a crisis; e.g., "Embassy Beirut is on minimize." This reduces routine communications and means outgoing communications require very senior level authorization.
Mission	A generic term that can be used interchangeably with "embassy" or "post." USAID uses the word to mean specifically the USAID component of a diplomatic mission. Also used as the term for posts accredited to multilateral organizations; e.g., the U.S. Mission to the United Nations, the U.S. Mission to NATO.
ML	Mid level.
MOA	Memorandum of Agreement.
MOH	Member of household. An individual who falls outside the Department's legal and statutory definition of eligible family member but resides at post with the employee.
MOMS	Model for Overseas Management Support.
MOU	Memorandum of Understanding.
MPP	Mission Performance Plan. Budget planning tool for missions.
NAFTA	North American Free Trade Agreement.
NAS	Narcotics Affairs Section. Embassy anti-drug section.
NATO	North Atlantic Treaty Organization.
NEA	Bureau of Near Eastern Affairs.
NFATC	National Foreign Affairs Training Center, home of the Foreign Service Insitute in Arlington, Virginia.
NGO	Non-governmental organization.

NIH	National Institute of Health.
NIV	Non-immigrant visa.
NP	Former Bureau of Nonproliferation, now part of ISN.
NSA	National Security Agency.
NSC	National Security Council.
OAS	Organization of American States.
OAU	Organization of African Unity.
OB	Official building (embassy building).
OBO	Bureau of Overseas Buildings Operations.
OCR	Office of Civil Rights.
OES	Bureau of Oceans and International Environmental and Scientific Affairs.
Official/Informal	A term deeming a type of communication, either cable or letter, BOTH official and informal; may NOT be used for making action requests or for official reporting.
OFM	Office of Foreign Missions.
OIG	Office of the Inspector General.
OMS	Office Management Specialist.
ONE	OpenNet Everywhere. This program allows remote users to access the intranet.
OpenNet	State Department intranet, also known as ON+.
OPF	Official Personnel File.
OPM	Office of Personnel Management.
ORE	Official Residence Expense. A special account for funding official expenses of the ambassador's (Chief of Mission) residence.
OSAC	Overseas Security Advisory Council.
OSCE	Organization of Security and Cooperation in Europe.
OSIS	Open Source Information System, a secure but unclassified network connecting dozens of organizations (intelligence producers, military services, Department of Justice, Energy, Treasury, State, and others).

P	Office of the Under Secretary of Political Affairs.
PA	Bureau of Public Affairs.
PAO	Public Affairs Officer. The title of public diplomacy officer assigned to the public affairs section of an embassy or consulate. Responsible for managing programs of public information and cultural affairs.
PAR	Performance Accountability Report.
PC	Peace Corps (PC Rep—Peace Corps Representative, PCV—Peace Corps Volunteer, RPCV—Returned PCV).
PD	Public Diplomacy.
PEC	Post Employment Committee.
PIT	Part-time/Intermittent/Temporary employee. This term formerly applied to most family member employment positions.
PL 480	Public Law 480 dealing with the overseas sale of surplus agricultural products.
PM	Bureau of Political-Military Affairs.
PNG	Persona Non Grata.
PO	Principal Officer.
POL	Political Section overseas.
POLCONS	See Counselor.
Post	Any diplomatic or consular establishment maintained by the United States abroad.
POTUS	President of the United States.
Pouch	Refers to the service and to the mailbag by which communications and other materials are conveyed to and from U.S. diplomatic posts. Pouches may be unclassified (moving on their own like mail) or classified (moving under the care of a U.S. Department of State employee known as a Diplomatic Courier). The word can also be used as a verb, i.e., "to pouch."
POV	Privately owned vehicle.
PRM	Bureau of Population, Refugees and Migration.
Protocol Officer	Officer assigned to deal with protocol and ceremonial matters.
PSC	Personal services contract.
PSO	Post Security Officer.

R	Office of the Under Secretary for Public Diplomacy and Public Affairs
R&R	Rest and recuperation leave.
Residence	Living quarters of the Ambassador.
RM	Bureau of Resource Management.
RMO	Regional Medical Officer.
RSO	Regional Security Officer. Reports directly to the Deputy Chief of Mission.
S	Office of the Secretary of State.
S/CPR	Office of the Chief of Protocol.
S/CRS	Office of the Coordinator for Reconstruction and Stabilization.
S/CT	Office of the Coordinator for Counterterrorism.
S/GAC	Office of the Global AIDS Coordinator.
S/GWI	Office of Global Women's Issues
S/WCI	Office of War Crime Issues.
SA	State Annex. Department of State office space in leased buildings.
SAIT	School of Applied Information Technology at the Foreign Service Institute.
SBU	Sensitive but unclassified information.
SCA	Bureau of South and Central Asian Affairs.
SFS	Senior Foreign Service.
SIPRNET	Secret Internal Protocol Router Network. Government-wide classified intranet.
Sixth Floor	State Department terminology referring to the next lower echelon within the Department; i.e., the Assistant Secretary level.
SL	Senior level.
SLS	School of Language Studies at the Foreign Service Institute.
SMA	Separate Maintenance Allowance.
SNAP	Spouse Networking and Assistance Program.
SOS	Security Overseas Seminar.

SPAS	School of Professional and Area Studies at the Foreign Service Institute.
SR	Standardized Regulations.
T	Office of the Under Secretary for Arms Control and International Security Affairs.
TC	Foreign Service Institute Transition Center (Overseas Briefing Center, Training Division, and Career Transition Center).
TC/CTC	Career Transition Center of the Foreign Service Institute's Transition Center.
TC/OBC	Overseas Briefing Center of the Foreign Service Institute's Transition Center.
TC/T	Training Division of the Foreign Service Institute's Transition Center.
TCN	Third country national. A citizen of a country other than the United States or the host country.
TDY	Temporary duty.
TED	Transfer eligibility date.
TIC	Time in class.
TIS	Time in service.
TM	Travel message.
TMONE	Assignment Notification.
TMTWO	Proposed Itinerary.
TMTHREE	Welcome to Post.
TMFOUR	Travel Authorization.
TOD	Tour of duty.
TQSA	Temporary Quarters Subsistence Allowance.
TSP	Thrift Savings Plan.
UAB	Unaccompanied air baggage, also known as "air freight."
USAID	U.S. Agency for International Development.
USDA	U.S. Department of Agriculture.
USG	U.S. Government.

USMS	U.S. Marshall Service.
USPS	U.S. Postal Service.
USUN	U.S. Mission to the United Nations in New York.
VIP	Very important person.
VOA	Voice of America; the broadcasting service that beams programs overseas.
WAE	When actually employed; generally a retiree who returns to work for short periods.
WHA	Bureau of Western Hemisphere Affairs.
WHO	World Health Organization, United Nations.